

Special Emphasis Program
Diversity Advisory Committee Meeting
August 14, 2007, Building 383, Conference Room 316
1:00 p.m. – 2:40 p.m.

Action Items are in **bold underscore red**.

Present: Frank Baca, Chair, SEP DAC, Office of the Director
Maggie Wood, SEP DAC, Sandia Site Office
Cheryl Torres for Arlene Sambrano, Senior Diversity Champion for HEP, OHCMS
Nancy Hogan, Program Manager, AIP, OHCMS
Sergio Herrea, Alternate Program Manager, AIP, OHCMS
Ray Corey, Senior Diversity Champion, GLBTSAP
Pat Cream, Program Manager, GLBTSAP
Mike Zamorski, Senior Diversity Champion for AIP, OTS
Levi Bowman, Program Manager, AIP
Geraldine Duran, Program Manager, APAP
Erich Villaneuva, Alternate Program Manager, APAP
Elizabeth Donnelly, Program Manager, OWP
Mark Baca, Senior Diversity Champion, BEP, OTS
Tena Chavez, Diversity Representative, OST
Karen Harger for Debbie Parrish, EEO & Diversity Office

Absent:

Michael Perez, Program Manager, CPWD
Lisa Marie Buffkins, Program Manager, BEP
June Storey, Program Manager, FWP
Tom Gutierrez, Council Member, Office of Strategic Planning & Analysis, NA-10
Pat Higgins, Office of Strategic Planning & Analysis, NA-10
Roger Liddle, Senior Diversity Champion, OWP, OTS
Don Garcia, Senior Diversity Champion, FWP, OBS

Welcome & Introductions & Overview of Meeting Agenda: Frank Baca, Chair

Frank Baca – Statement of Cooperation

- As other groups come to SEP awareness, see page four (4) of the Statement, please let Debbie Parrish know so that they can be added. When Karen Boardman signs, you will get a signed copy. The idea of the Statement is to build upon a previous existing Memo of Understanding with National Image (federal Hispanic employee group). The current Statement does not mean dollars, it means in-kind services.

Frank Baca – SEP DAC Operational Plan – Third Review

- This is a generic plan versus a fiscal year plan which can always be revisited at the beginning of each year and will always assign a champion to each goal from SEPs. The Champion will have the responsibility of championing to ensure that goals are met. Champions of the various goals: please be prepared with updates at the quarterly meeting using the stop light chart, red, green, or yellow, developed by Michael Perez. Your updates should be dialogue and back-up information on what is being done and if you need help where Green is not being achieved. Also, if the goal has outlived its value-added, bring that up.

Frank Baca – Guidelines for Requesting Official Time (Excused Absence)

- Resurfacing the document that was developed previously with a limited life-time. It is being resurfaced to be in place as guidance until further notice. This will provide official time for a zero dollar travel authorization to conferences approved by the supervisor of the employee requesting same.
 - Ray asked if the employee could still request government rates, even when paying on their own. Response: yes
 - Elizabeth asked if employees could share rooms to keep their out-of-pocket expenses lower. Response: yes
 - Maggie added that this guidance gives structure where the employee represents themselves and a particular Energy program.
 - Ray added that it also serves as attending the conference as a DOE NNSA employee
 - Elizabeth asked if a rental car is used by a paid for attendee, can they have the zero-dollar employee listed as a drive. Response: yes.
 - Tena asked if employees are paying all of their own way. Response: yes in some case. In others, where the SEP budget allows and the Program Manager and Alternate can work out a split of the money that happens. Tena added that if it is an event where recruitment can be done for OST, please contact her as she can see if funds are available to pay the costs for the attendees.
 - Frank added that they are currently working the budget for FY 2008 for SEPs (2007 funding was at \$2K for travel to training, \$1,200 for program) and anticipate a Continuing Resolution. They are looking at **possible** increase to allow more to participate.
 - Tena asked the group that if you are or become aware of other avenues outside of Minority Law Enforcement events, please let her know so she can add them to her recruitment calendar. Geraldine brought up an opportunity which the US Postal Service is sponsoring on September 23 at Sandia Casino for a federal career fair. Maggie offered: If this happens and DOE NNSA has a booth she would volunteer to help staff. **Please let Geraldine know by August 31, if you would like to participate.** We'll see if we can get a booth set-up and hand-outs.

Chery Torres for Arlene Sambrano – HR Update

- Demo work continues, watch for training for all employees coming soon. Implementation anticipated to be March 2008
- FLP announcement coming up.
- Service Center currently has approximately 40 vacancies.
- OCC will be posting two attorney positions at the GS-11 (**get the word out to your networks**)

Mark Baca, BEP Champion

- This week is Blacks in Government conference in Nashville. Edna White and Angela Harvey will be graduating from the BIG Internship Program, our congratulations to them both.
- Continuing to work the Strategic Plan

Karen Harger for Levi Bowman, Diversity Day

- Planning on keeping it the same way as last year, Wednesday, Oct 3, 2007 from 11 - 1 pm. **Committee will ask that all SEP's pitch in 5.00 for refreshments like last year (cake, drinks...) Levi will provide a money due date.** Other suggestions brought up were Dunk Tank, Free Throw Contest, or Cake Walk, or Pie Toss. Next week the committee will get with Debbie Parrish to make sure we purchase the tables, tents, etc. Next meeting will be in Sept.

Karen Harger SEP Manager FY 2008 Training

- Tuesday, October 2 will be training for SEP Managers, Alternates, Committee Members and Champions. **Please mark your calendars!** Tentative Agenda, 381 ABC is reserved:
 - 9 am for Champions, Program Managers, Alternates: quick review of roles and responsibilities, and some diversity training
 - 10 am – 12 noon open to all SEP members so **invite your committee members to come at 10 am**, RSVP to Karen Harger or Patty Padilla via email or at (505) 845-5517 if committee members will attend.
 - Using Workforce Diversity Stats at your meetings – Denise Ramos
 - Referring interested applicants to USA Jobs – HCM Rep TBA
 - The EEO Observer Role and Responsibility – Patty Padilla

Karen Harger gave the report for Levi Bowman, AIPM who arrived later in the meeting

- AIP members recently contributed \$130 to the Albuquerque Indian Center (AIC) for the School Supply Drive there.
- Visited the AIC in June to determine in-kind services
- Want to start working with AIOC at Sandia National Lab
- American Indian Science and Engineering Society (AISES) conference in Phoenix this year, want to have as many AIP members participate as possible
- Federal Career Day will NNSA participate? October 25, 2007 at UNM
- Attempting to make more contact with UNM AISES

- Mike Zamorski AIP Champion added:
 - AIP end of year event for committee members will be next week
 - AISES conference, **Mike and Levi will follow-up with Tena Chavez for a possible recruitment booth.**

Nancy Hogan, HEPM

- Introduced incoming Program Manager, Sergio Herrera
- Hispanic Heritage Month event, September 12, “Making a Positive Impact on American Society,” with Monica Armenta, Albuquerque Public Schools.
- FLP: idea of having those FLPs assigned to the Service Center to do a rotation into each SEP. **Please give feedback and other ideas to involve the FLP participants on this to Nancy.** No later than August 31, 2007.
- Concern about recruiting members and alternate and program manager for SEP. When asked, some employees have responded that their supervisor is not supportive of the SEPs. Group discussion: other SEP Managers in attendance voiced the same concern and hearing the same. Group discussed having some time on the Leadership Team agenda to give a brief why the SEP and employee participation in same add value to the Service Center. No definite further action was decided upon, nor point person.

Elizabeth Donnelly, OWPM

- Went to the Federal Dispute Resolution conference
- The July OWP event was well attended
- Jackson Middle School: getting ready to make a request for tutors. One hour per week, and would like to get Sandia Site Office involved.
- The Book Sale from last year generated \$402 to the school that children helped select books for their school.

Pat Cream, GLBTSPM

- Annual Book Drive: collecting every week and not as many as last year have been received. Another email will be coming out to remind people. This year some school supplies have been received, **so please remind your SEPs if they have supplies to donate, we’d be happy to have them.** Have two or more volunteers from each SEP, thank you. The Credit Union will have a table again. The Warehouse is currently storing the books as they come in.

Geraldine Duran, APAPM

- Lunch and Learn, “Intercultural Communications,” scheduled for Thursday, August 16, 381-A-B-C, 11:30 a.m. start. The session will be taped.

- Continue the Sight and Sound donation boxes (used cell phones and prescription eye glasses) through September 30, 2007.
- USPS Career Fair mentioned earlier, taking place September 23, 2007

Tena Chavaez, OST

- Had a recent 40-person class of new Agents
- Black Law Enforcement resulted in three female Marines that Tena talked with and is attempting to recruit.

Maggie Wood, SSO

- Five position currently open, including IT Specialist GS-13/14 and an attorney position
- Getting an FLP in 2008, looking for a candidate in the general business field.

Other

- Karen asked for a volunteer for the EEO Observer role, Career Development Program Panel for Excellence in Government Fellows Program. Pat Cream volunteered. *Thank you Pat!*

Next Meeting: Date and Time to be announced, Room 383-316

Attachments:

Statement of Cooperation

DAC Action Plan

Guidelines on Official Time